



EMPLOYMENT OPPORTUNITY
Human Resources Analyst
(Part-time, .70 FTE)

DATE OPENED: January 21, 2016

CLOSING DATE: February 4, 2016, 5pm

POSITION TITLE: Human Resources Analyst
DEPARTMENT: Administration
REPORTS TO: City Administrator
PAY RANGE: \$37,616- 45,765 Annually, Exempt, Non-Benefitted

General Purpose

The City of DuPont seeks a talented Human Resources Analyst. Under the direction of the Senior HR Analyst, the HR Analyst participates in the implementation and day-to-day administration of Human Resources policies, programs and projects; performs a variety of professional personnel duties involving recruitment, testing, and classification analysis; enters benefit and salary information into the City's HR/ Payroll software; processes employee benefit and annual open enrollment forms; administers City health and welfare benefit plans; conducts employee orientations and exit interviews; coordinates leave programs with employees, managers, and payroll staff including but not limited to FMLA, shared leave, unpaid leave, and military leave; assists with the City's Risk Management and Safety programs; advises department heads and staff concerning a variety of personnel matters such as employee benefits, the selection process and classification; coordinates special projects and manages assigned on-going Human Resources programs. This position serves as the Civil Service Examiner and will attend meetings as needed, typically scheduled once per month in the evening; may occasionally attend City Council Meetings.

The ideal candidate has strong interpersonal skills, a collaborative communication style, excellent judgment, and the ability to efficiently manage multiple projects and deadlines. This position will work closely with the Senior HR Analyst to update and implement departmental policies and procedures. This candidate will have a good balance of strong technical knowledge in HR operations with the ability to offer new ideas; is flexible to think outside the box to problem solve, and supports the cultural vision of the Mayor, City Administrator, and Leadership Team.

Additional Knowledge, Skills, Abilities

Proficient in effective, concise oral and written communication.

Knowledge of proper English language usage, spelling, grammar, punctuation, and skill in proofing/editing.

Ability to use computers, office software applications, and general office equipment.

Knowledge and proficiency in using Microsoft Word, Excel, PowerPoint and Outlook.

Ability to maintain highly confidential data and information.

Able to work effectively with all levels of staff, elected and appointed officials in a professional, diplomatic, and customer service-oriented manner.

Work cooperatively with others to achieve results, valuing other's input and expertise; acknowledging other team members concerns and contribution and supporting team decisions.

Work independently and display initiative to effectively handle multiple projects or tasks with shifting priorities and deadlines; remain calm and professional under pressure.

Able and willing to seek relevant training opportunities and continuously improve base of knowledge.

Qualifications

3+ years experience administering human resources programs and policies; degree in business or public administration, personnel/human resources or other related field is preferred; any combination of related education and experience or training that, in the opinion of the City, would provide the level of knowledge and abilities required. Experience as Civil Service Examiner/ in a civil service personnel system desired.

Requirements

Verification of identity to work in the United States as required by the Immigration Reform and Control Act. Applicants must successfully pass pre-employment background check. Attendance at meetings occasionally requires working early morning and/or evening hours.

Supervision Received

This position works in the Administration Department, which is led by the City Administrator. This position reports to and works under the immediate supervision of the Senior Human Resources Analyst.

Supervision Exercised

None.

Tools and Equipment Used

Personal computer software programs (i.e. Microsoft Word, Excel, Outlook, PowerPoint, Civic Web, and Springbrook) phone, copy machine, facsimile machine.

Physical Demands

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Work is performed in an office setting. Hand-eye coordination is necessary to operate computers and various pieces of office equipment. While performing the duties of this job, the employee is required to stand; sit; use hands to finger; handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move objects up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Interpretation Guidelines

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee. The job description is subject to change by the employer as the needs of the employer and requirements of the job change, provided that the employer has bargained the changes with any appropriate union pursuant to RCW 41.56 et seq.

HOW TO APPLY:

Applicants must submit a detailed personal resume and a city application to the Human Resources Department. Application materials may be downloaded from the City's website at www.dupontwa.gov or requested at DuPont City Hall, Attention HR, 1700 Civic Drive, DuPont, WA 98327. (Resume in lieu of application not accepted.)

CLOSING DATE:

Completed applications must be received at City Hall, Attention HR, by **February 4, 2016, 5:00pm**. No postmarks accepted.

Questions?

Contact Sabrina Kearney, Sr. HR Analyst (253) 912-5212 or skearney@dupontwa.gov